

SETUP CHECKLIST

- ☐ Plug POWER cable into device + outlet
- ☐ Plug USB cable into device + laptop
- ☐ If you have expansion mic, connect to main device
- ☐ Wait 10 seconds for device to turn on
- ☐ Open meeting link (Teams/Meet/Zoom)
- ☐ Set Camera → Owl/Kandao*
- ☐ Set Microphone → Owl/Kandao
- ☐ Set Speaker → Owl/Kandao

! ECHO PREVENTION

THE GOLDEN RULE

The Owl/Kandao is the only device that captures and plays audio. All other laptops in the room must remain silent, except the one connected to the device.

- ☐ Other laptops in room: Mic MUTED + Volume = 0
- ☐ Ask remote: "Do you hear any echo?"

*or any other meeting recording device that you might use

HOW RECORDING WORKS

The notetaker bot automatically joins via the meeting link and records the meeting.

→ Depending on your settings, the notetaker bot will either join automatically or will need to be admitted to the meeting.

LARGE ROOM? EXTRA EQUIPMENT

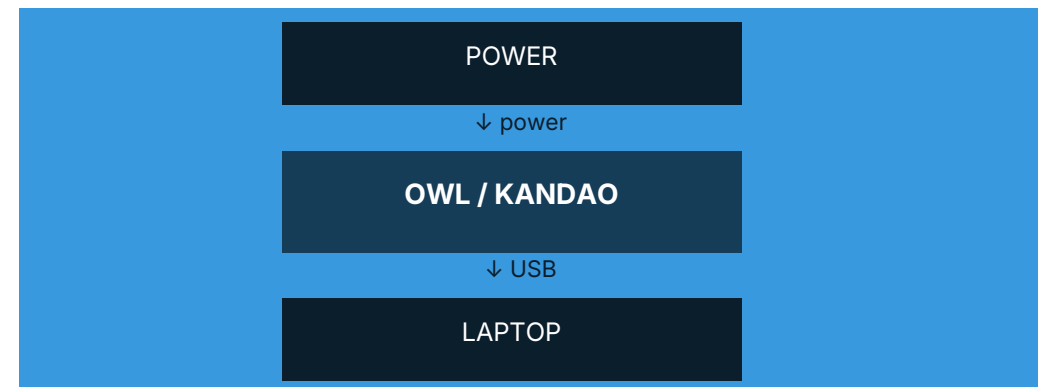
Extension Microphones:

OWL: ✓ Expansion Mic plugs into bottom of Owl
KANDAO: ⚠ Check if your model supports it

External Speakers:

OWL: ✗ Not supported (interferes with camera)
KANDAO: ⚠ Check model, cable only, 1m+ away

CONNECTION DIAGRAM



WITH OWL

⚠ Owl cannot record by itself - must use meeting link

SETUP CHECKLIST:

- ☐ Plug POWER + USB cables to Owl + laptop
- ☐ Open Teams/Meet/Zoom
- ☐ Start a new meeting (no one joins)
- ☐ Set Camera, Mic, Speaker → "Meeting Owl"
- ☐ Notetaker bot joins and records

✓ No echo concerns - no one is joining remotely

🤔 WHICH SHOULD I USE?

If you have...

Owl
Kandao + laptop
Kandao only (no laptop)
Want auto-processing?

Then use...

→ Meeting link (only option)
→ Option A (meeting link)
→ **Option B (SD card)**
→ Use meeting link

WITH KANDAO

✓ Two options available - choose one

OPTION A: Via Meeting Link

- ☐ Same setup as Owl (see left)
- ☐ Notetaker bot joins and records

Requires: Laptop + Meeting link

OPTION B: Record to SD Card

No laptop needed!

- ☐ Plug POWER cable only (no USB needed)
- ☐ Wait for Kandao to turn on
- ☐ Press REC on remote control
- ☐ Light blinks = recording
- ☐ Press REC again to stop

Requires: Kandao + Remote + SD card

📁 GET RECORDING FROM SD CARD:

1. Remove SD card from Kandao
2. Insert into laptop (may need adapter)
3. Copy video file to laptop/cloud
4. Return SD card to Kandao